

SECRET
Classification

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DD5/OTR. 1/55 - 36

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Agency Training Record - By Service Designation

2. TYPE OF REPORT	STATISTICAL
	NARRATIVE
XX	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	XX	TRAINING
LOGISTICS		SECURITY
MEDICAL		FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not
number of copies)

51

7. FORMAT (memorandum, form
computer print-out, etc.)

Computer print-out

8. ADP PROCESSING

XX	YES	IF YES GIVE ADP PROCESSING NO.
	NO	601D

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

25X1

10. PREPARING COMPONENT (include lowest level
contributing information to report)OCS
OTR/ISS/AIR11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)None
(Same as 601A)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

2378 pages x 3 copies x 3¢ per page x 2 times a year =	\$428.04
TOTAL COSTS PER YEAR	\$428.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XX	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
	CHANGE	
	DISCONTINUE	

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	0
STAT	

15. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION